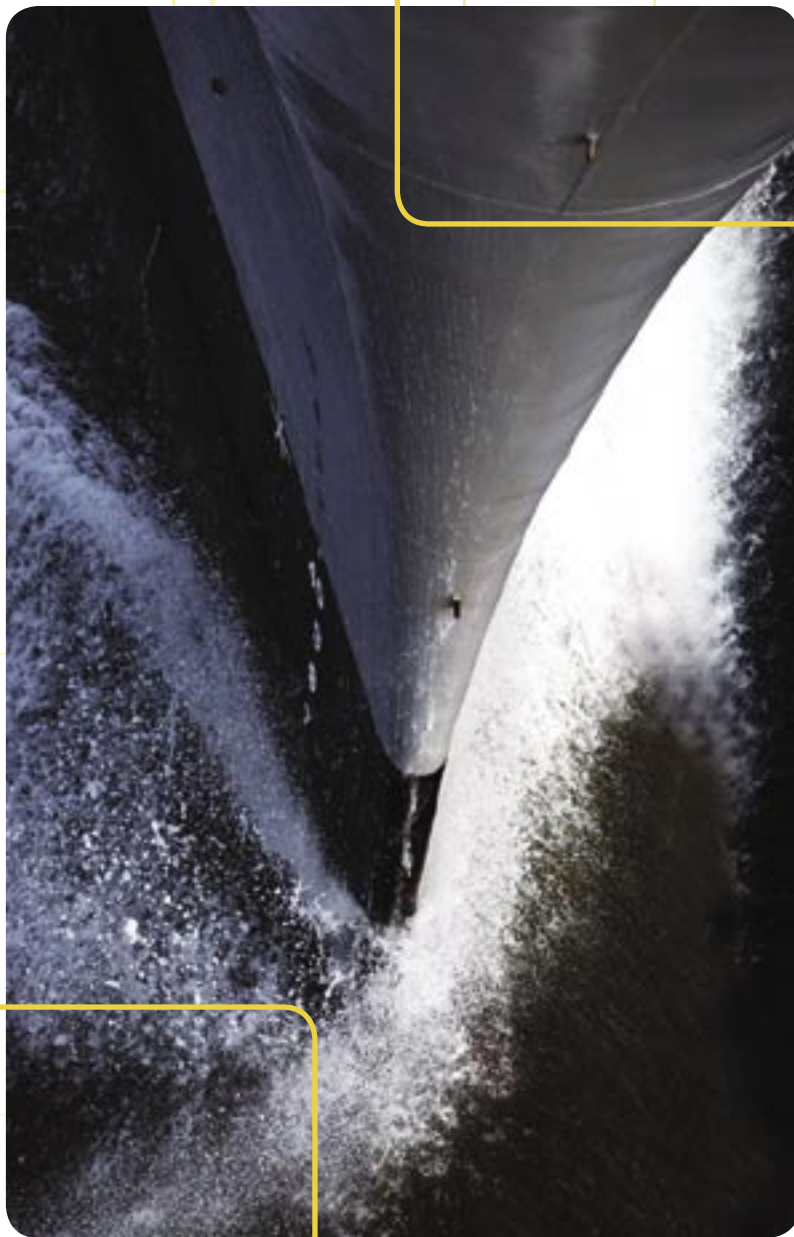




discover

N@VY
KNOWLEDGE ONLINE



Mar. 2005

Table of Contents

GETTING STARTED

NKO 101

- Navigating NKO
- Exploring NKO

NKO 102

- NKO Libraries
- NKO Groups
- Electronic Communications and Collaboration
- Message Boards
- Exploring NKO

NKO 103

- Personal Pages
- Instant Messenger
- Chat
- Knowledge Center
- Exploring NKO

REFERENCES

We can only **succeed** if we can get the people with the right skills to the right place at the right time and provide them with the professional and personal tools they need to be **successful**.

CNO Guidance for 2005



Discover Navy Knowledge Online

Getting Started

1. All Sailors will benefit from *Discover Navy Knowledge Online*.

Topics annotated with an asterisk (*) provide need-to-know resources for Sailors in leadership positions.

2. *Discover Navy Knowledge Online* is based on the *Navy Knowledge Online (NKO) Phase II User Guide - Part 1* and *Part 2* from [NKO Home](#) > [Inside NKO](#) > [NKO Help](#). You may find it helpful to download the *User Guides* to your desktop for easy access and referral. Throughout this document, please note that numbers in parentheses refer to *NKO User Guide* topic paragraphs.

3. Appendix A provides a quick-look of this document for senior leaders.

4. Appendix B provides an overview of noteworthy NKO links, tools and content.

Feedback

Commands that reviewed draft copies of *Discover Navy Knowledge Online* made the following strong recommendations:

- * Incorporate *Discover* into Command Indoc and First Term Success Workshop.

- * Encourage Sailors and Mentors to “discover” NKO together. Shared learning will strengthen mentoring relationships and provide opportunities for professional and personal development benefiting Mentor and Protégé alike.

Provide Feedback on using *Discover Navy Knowledge Online* to:

Mr. Alex Watt

Naval Personnel Development Command

Pacific Representative

alexander.watt@navy.mil

One of the most important promises that we make in our institution is to invest in the growth and the development of our people.

***Admiral Vern Clark
Chief of Naval Operations***

NKO 101



NKO 101

- * 1. What is Navy Knowledge Online (NKO)? (3.1 - 3.1.2) —
- * 2. Log in to NKO at <https://wwwa.nko.navy.mil>. Establish a user account if you do not already have one.
- * 3. NKO Home > Get Started > Take NKO Tutorial or NKO Home > Inside NKO > NKO Help > 3-Minute NKO Tutorial
 - a. Find and complete the *NKO 3-Minute Tutorial*.
4. Using the *NKO User Guide* and *NKO 3-Minute Tutorial*, define the following terms: (2.)
 - a. Channel
 - b. Community
 - c. Knowledge Center
 - d. Library
5. Navigating NKO (5.2)
 - a. Tabs (5.2.8)
 - 1) What is the relationship between NKO Tabs and your 5 Vector Model?
 - b. Pages (5.2.7)
 - 1) Using the Left Navigation Bar, find your Rating Learning Center, as well as the “Naval Leadership” and “Personal Development” Learning Centers. (5.2.1)

Discover Navy Knowledge Online

NKO 101

6. Exploring NKO

a. NKO Home > Resources > Career > AESGs

- 1) Find your Enlisted Advancement Exam Strategy Guide (AESG).
- 2) Review “Exam Strategies.”
- 3) Under “My Rating” find and print “My Master Reference List.”
- 4) Under “My Rating” find and explore “Master Topic/Subtopic List.”

b. NKO Home > Resources > Career > Navy Advancement Center

- 1) Find and print your Advancement Bibliography.

* c. NKO Home > Resources > Career > My Career Page > Career Links > BUPERS Online > BUPERS Online

- 1) Log in to BUPERS Access and locate a copy of your current set of orders.
- 2) Find and verify your Physical Readiness Information Management System (PRIMS) information.

* d. NKO Home > Resources > Career > My Career Page > Career Links > Navy Benefits

- 1) Go to Officer or Enlisted Pay and Benefits to review “Navy Pay – The Basics.”

Professional & Personal Resources

Career

AESG

Exam Strategies

Master Ref List

Bibs

BUPERS Access

PRIMS

Navy Benefits

SVM

NKO 101

* e. [NKO Home > My Career > View the 5VM Orientation](#)

1) Review the 5VM Standard Tutorial.

* f. [NKO Home > Resources > Education > Electronic Training Jacket](#)

1) Find, print and verify your Electronic Training Jacket (ETJ).

* g. [NKO Home > Resources > Education > SMART Transcript](#)

1) Find and print your Sailor/Marine American Council on Education Registry Transcript (SMART).

h. [NKO Home > Resources > Education > My Education > Education Links > Navy College Program > USMAP](#)

1) Enroll in the United Services Military Apprenticeship Program (USMAP). Your Command Career Counselor will provide enrollment forms and answer any questions.

Professional & Personal Resources

Education

ETJ

SMART

USMAP

Discover Navy Knowledge Online

NKO 101

* i. NKO Home > Resources > Finance > MyPay

1) Log in to myPay (set up account if necessary).

2) Print your Leave and Earning Statement (LES).

j. NKO Home > Resources > Finance > My Finance Page > Navy Finance

1) Locate current military pay charts.

k. NKO Home > Resources > Health > My Health Page > Improving Your Health

1) Find and complete the *Lifestyle Risk Assessment*.

* 7. NKO Home > NKO Tools > Collaborative Tools > Feedback

(7.3)

a. Submit Feedback on your experience using NKO.

8. Logging Out

(5.4)

Professional & Personal Resources

Finance

myPay

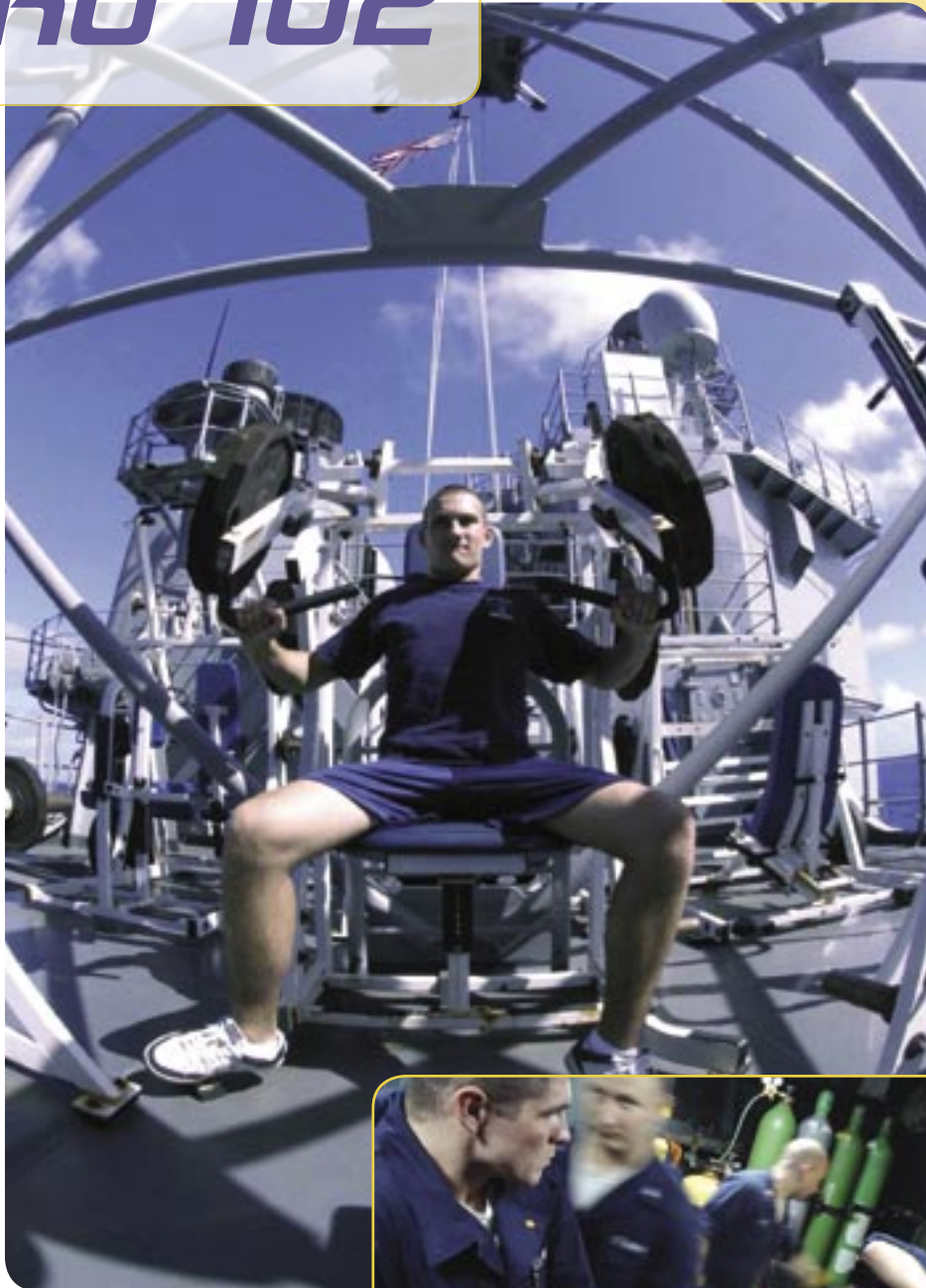
LES

Pay Charts

Health

Lifestyle

NKO 102



Discover Navy Knowledge Online

NKO 102

- c. NKO Library Tab > Welcome to the NKO Online Library > Search and Subscribe > Search for a Knowledge Center in a NKO Community (6.1.3.5)
1) Subscribe to a Knowledge Center. (6.1.5)

4. Library Notifications

- a. Name two locations where you may view Notifications. (6.1.4)
b. Name five types of Notifications that can be generated by events in the NKO Library. (6.1.4)

5. Library Documents

- a. Search for a Knowledge Center that you are authorized to view. Go to a file in that Knowledge Center and download a document to your desktop. (6.1.3.1)

6. NKO Groups

- a. What is a Group? (2.)
b. NKO Home > NKO Tools > Administrative Tools > Groups Home
1. View the Groups in which you are a member. (9.1)
2. Create a Group of the people in your work center. (9.2 - 9.3)

Our ability to challenge Sailors with meaningful, satisfying work that lets them make a difference is fundamental to our covenant with them as leaders.

CNO Guidance for 2005

NKO 102

Notes

7. Electronic Communications

a. NKO Home > Personal Development Tab > Navy
LIFELines Services Network > Information Topics >
Military Life > Etiquette/Culture/Trad > e-mail Manners

1) How does email affect Operational Security?

2) Is email private?

3) Do rules of military protocol change in email?

8. White Pages

a. NKO Home > NKO Tools > Collaborative Tools >
Who's Online

1) See if someone you know is online. (7.7)

b. NKO Home > NKO Tools > Collaborative Tools >
White Pages

1) Using NKO's White Pages, locate your shipmate
and send an email. (7.6)

9. Message Boards

a. What are Message Boards? (7.5)

b. What is a Discussion Thread? (2.)

c. What is a Discussion Message? (2.)

d. NKO Home > NKO Tools > Collaborative Tools >
Message Boards

1) Find your community and discover what topic
your peers are discussing.

2) If you can contribute to the discussion, consider
posting a response.

NKO 102

10. Exploring NKO

a. NKO Home > Resources > Career > Non-Resident

Training Courses

1) View the Course List. Select and download the Non-Resident Training Course (NRTC) for your rate/rating. You may view NRTC FAQs at <https://www.courses.cnet.navy.mil>.

b. NKO Home > Resources > Career > Navy Advancement Center

1) Find and print your advancement exam Profile Sheet (if you have taken a Navy-wide Advancement Exam.) You may view Advancement Exam FAQs at <https://www.advancement.cnet.navy.mil/welcome.asp>.

* c. Using the Navy Department Awards Web Service at <https://awards.navy.mil>, query your personal awards history.

d. NKO Home > Resources > Education > My Education Page > Education Links > Navy College Program

1) Visit Navy College to identify opportunities to earn a college degree using academic credit from your Navy training, work experience and off-duty education.

A) Find and print your Rating Roadmap.

B) Select a college and print your Degree Roadmap.

C) Under “Financial Aid” find and print a blank Tuition Assistance Form.

Professional & Personal Resources

Career

Adv Center

NRTC

Profile Sheet

Awards

Education

Navy College

Rating Roadmap

Degree Roadmap

TA Form

e-Learning

NKO 102

* e. NKO Home > Resources > Education > My Education Page > E-Learning or NKO Home > Get Started > Launch Navy E-Learning

1) Enroll in and complete a Navy e-Learning course.

* f. NKO Home > Resources > Finance > My Finance Page > Investments > Thrift Savings Plan

1) What is the Thrift Savings Plan?

* g. NKO Home > Resources > Health > My Health Page > Navy Medicine > TRICARE Online

1) Complete the TRICARE Online Site Tour.

h. NKO Home > Resources > Health > My Health Page > My Personal Health

1) Learn to improve your Physical Fitness, Nutrition, Sexual Health, and Stress Management via links to the Navy Environmental Health Center at <http://www-nehc.med.navy.mil/hp>.

i. NKO Home > Resources > Reference > E-Content > Naval Libraries - eContent > Knovel Engineering e-Library

1) Name five Knovel Publishing Partners.

11. Review procedures for submitting a NKO Login Page Image.

(4.2.7.4)

a. Consider submitting a digital image representing Navy training or career advancement to be published on the NKO login page.

12. NKO Home > NKO Tools > Collaborative Tools > Feedback

(7.3)

a. Submit Feedback on your experience using NKO.

Professional & Personal Resources

Finance

TSP

Health

TRICARE Online

Lifestyle

Reference

Knovel

NKO 103



NKO 103

Notes

1. NKO Personal Pages (8)
 - a. NKO Home > NKO Tools > Administrative Tools > New Page Wizard
 - 1) Create a personal page. (8.1.1 - 8.4.3)
 - b. Who can view your personal page by default? (8.5)
 - c. Use the “access” link to add two NKO users. (8.5.1)
 - d. How do you give another user administrator access to your page? (8.5.2)
 - e. What does the “Manage My Portal Pages” link allow you to do? (8.6.1)
2. Instant Messenger (IM) (7.4)
 - a. NKO Home > Inside NKO Tab > NKO Help
 - 1) Find and complete the *Instant Messaging Tutorial*.
 - b. NKO Home > NKO Tools > Collaborative Tools > Instant Messenger
 - 1) Add two contacts to your contacts list. (7.4.3)
 - 2) Create a group in your contacts list. (7.4.3)
 - 3) Send an IM to your shipmate. (7.4.1)
 - 4) Establish an IM conference with two other people. (7.4.4)
 - 5) Change your IM status to “Be Right Back.” (7.4.2)

NKO 103

Discover Navy Knowledge Online

NKO 103

5. Exploring NKO

* a. NKO Home > Personal Development Tab

* 1) NAVY OneSource

<http://www.navyonesource.com>

A) Discuss with your supervisor occasions when you could use NAVY OneSource to benefit yourself or a shipmate.

* 2) StayNAVY

<https://www.staynavy.mil>

A) Using the Retirement Calculator, obtain a personalized calculation of your retirement benefits.

* 3) Navy LIFELines Services Network

<http://www.lifelines.mil>

A) Name five “LIFELines Partners in Technology.”

4) NKO Home > Resources > Career > SITES

A) Discover Resources for relocating from one duty station to another.

b. NKO Home > Leadership Tab > Test Your Leadership Knowledge

1) On the Center for Naval Leadership (CNL) page, find and play the *Jeopardy*-styled game, “Take the Leadership Challenge.”

c. NKO Home > Resources > Education > My Education Page

1) Name five activities you may complete on the U.S. NAVY Education Resource Center website.

Professional & Personal Resources

Career

OneSource

☐

StayNAVY

☐

LIFELines

☐

SITES

☐

CNL

☐

Education

Ed Resources

☐

GMT

☐

Manage Mentor

☐

Health

Virtual Hospital

☐

NKO 103

d. NKO Home > Personal Development Tab > GMT

1) What instruction governs the General Military Training (GMT) Program?

2) Name three Navy heritage vignettes available from the Navy Historical Foundation.

e. NKO Home > Get Started > Launch Navy E-Learning

1) In the Navy e-Learning window go to My E-Learning > Get Started > Content > Browse Categories > U.S. Dept of the Navy > General Military Training.

Select a GMT topic, complete the course, print the completion certificate and have it entered on your Page 4.

f. NKO Home > Resources > Education > Harvard Manage Mentor

1) Obtain practical advice, tips and tools for performing better as a leader, manager and mentor.

g. NKO Home > Resources > Health > Virtual Naval Hospital

1) Explore a digital health sciences library providing resources for military patients and providers.

6. NKO Home > NKO Tools > Collaborative Tools > Feedback

(7.3)

a. Submit Feedback on your experience using NKO.

Challenge every assumption. Challenge every one of them. And if there's a better way to do this bring it up and let's put it under the bright light of scrutiny and figure out if it's going to break. I promise you that transformation hasn't stopped.

***Admiral Vern Clark
Chief of Naval Operations***

References

a. *BUPERS Online HomePage*. Navy Personnel Command.

<https://www.bol.navy.mil>.

b. Computer Sciences Corporation. 1 Nov. 2004. *Navy Knowledge Online (NKO) User Guide - Part 1, Version 1.1*. Naval Educational and Training Command.

<https://wwwa.nko.navy.mil/pdfs/UserGuide.pdf>.

c. Computer Sciences Corporation. 1 Nov. 2004. *Navy Knowledge Online (NKO) User Guide - Part 2, Version 1.1*. Naval Education and Training Command.

<https://wwwa.nko.navy.mil/pdfs/UserGuidePart2.pdf>.

d. *Force Health Protection Home Page*. Navy Environmental Health Center, Bureau of Medicine and Surgery.

<https://www-nehc.med.navy.mil/hp>.

e. *Health Risk Survey*. Naval Medical Information Management Center. https://nmic-btmd-ap1.med.navy.mil/pls/comnavsurfpacha/DSC6POP.NEHCha_login.

f. *LIFELines Services Network Home Page*. Center for Personal Development, Naval Personnel Development Command.

<http://www.lifelines.navy.mil>.

g. *myPay Home Page*. Defense Finance and Accounting Service.

<http://www.dfas.mil>.

h. *Navy Advancement Center Home Page*. Naval Education Training Professional Development Technology Center.

<https://www.advancement.cnet.navy.mil>.



References

- i. *Navy College Program Homepage*. Naval Education and Training Command. <https://www.navycollege.navy.mil>.
- j. *Navy Department Awards Web Service Home Page*. Chief of Naval Operations. <https://awards.navy.mil>.
- k. *Naval Education and Training Command (NETC) Home Page*. Naval Education and Training Command. <https://www.cnet.navy.mil>.
- l. *Naval Education Training Professional Development Technology Center (NETPDTC) Homepage*. Naval Education and Training Command. <https://www.cnet.navy.mil/cnet/commands/netpdtc.html>.
- m. *Naval Personnel Development Command (NPDC) Home Page*. Naval Personnel Development Command. <https://www.npdc.navy.mil>.
- n. *Navy e-Learning Home Page*. Navy Integrated Learning Environment, Naval Personnel Development Command. <https://www.navylearning.navy.mil>.
- o. *Navy Knowledge Online (NKO) Home Page*. Naval Personnel Development Command. <https://wwwa.nko.navy.mil>.
- p. *Navy Mentoring Home Page*. Center for Naval Leadership, Naval Personnel Development Command. https://wwwa.nko.navy.mil/portal/page?pag_pageId=page110.
- q. *NAVY OneSource Home Page*. Navy Personnel Command. <http://www.navyonesource.com>.



Discover Navy Knowledge Online

References

r. *Navy Personnel Command (NPC) Home Page*. Navy Personnel Command. <http://www.npc.navy.mil>.

s. *Non-Resident Training Course (NRTC) Administration Home Page*. Naval Education Training Professional Development Technology Center.
<https://www.courses.cnet.navy.mil>.

t. *Physical Readiness Information Management System (PRIMS) Home Page*. Navy Personnel Command.
<https://prims.bol.navy.mil/login.aspx?ReturnUrl=%2fWelcome.aspx>.

u. *StayNAVY Home Page*. Center for Career Development, Navy Personnel Command. <http://www.staynavy.navy.mil>.

v. *Thrift Savings Plan (TSP) Home Page*. U.S. Government.
<http://www.tsp.gov>.

w. *TRICARE Online Home Page*. U.S. Department of Defense Military Health System. <http://www.tricareonline.com>.

x. *United Services Military Apprenticeship Program (USMAP) Home Page*. Naval Education Training Professional Development Technology Center. <https://www.cnet.navy.mil/usmap>.

y. *U.S. NAVY Education Resource Center Home Page*. Naval General Library Program, Naval Education Training Professional Development Technology Center. <http://www.petersons.com/navy>.

Created by

Naval Personnel Development
Command

<https://www.npdc.navy.mil>

Revolution in Training
Pacific Briefing Team

Point of Contact

Mr. Alex Watt
Naval Personnel Development
Command, Pacific Representative
alexander.watt@navy.mil